

Claimant Portal Guide for Existing Claimants to File Weekly Reports

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DEPT. OF LABOR

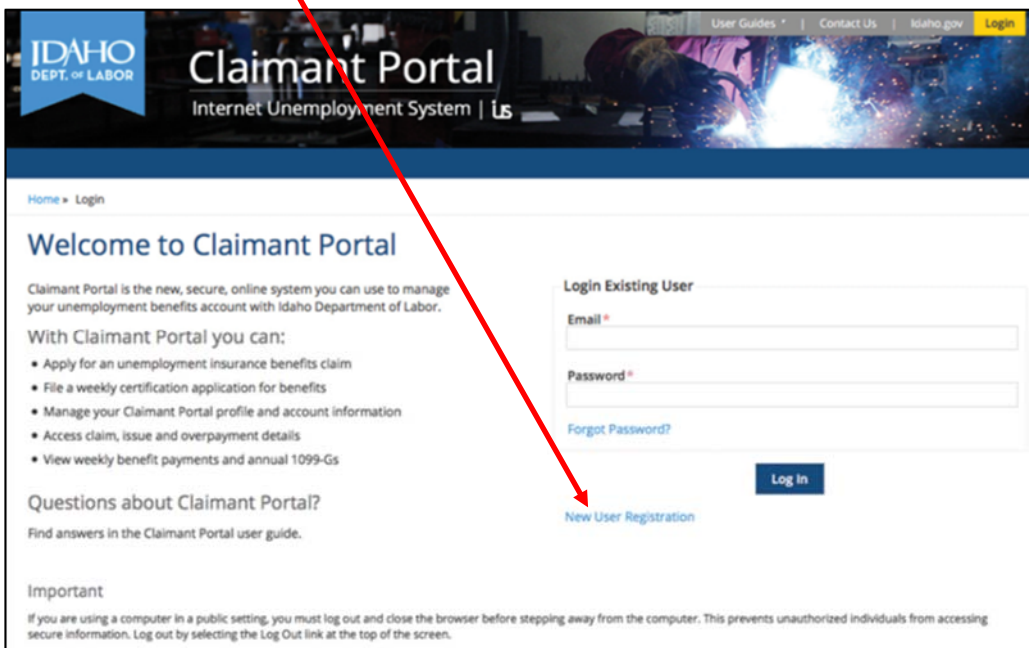
Claimant Portal is the new system for unemployment insurance claims.

Account login information and PINs from previous systems are no longer valid and cannot be used to log in to Claimant Portal.

FIRST – you need to have an email account to use the Claimant Portal. See staff if you do not have an email address.

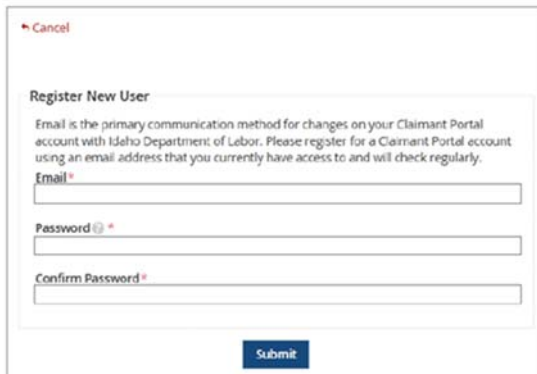
New to Claimant Portal? [Start Here!](#)

Click “New User Registration.” This requires you to have an email account.



The screenshot shows the Claimant Portal login page. At the top, there's a header with the Idaho Department of Labor logo and navigation links. The main heading is "Claimant Portal Internet Unemployment System". Below this, there's a "Welcome to Claimant Portal" section with a brief description and a list of features. To the right, there's a "Login Existing User" form with fields for Email and Password, and a "Log In" button. A red arrow points from the text above to a "New User Registration" link located below the login form.

The “Register New User” box (see below) will appear on the right side of your screen.



The screenshot shows the "Register New User" form. It has a "Cancel" link at the top left. The form includes a heading "Register New User" and a paragraph explaining the importance of email. Below this, there are three input fields: "Email", "Password", and "Confirm Password". A "Submit" button is at the bottom right.

labor.idaho.gov

Idaho Department of Labor

C.L. "Butch" Otter, Governor · Kenneth D. Edmunds, Director



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Cancel

Register New User

Email is the primary communication method for changes on your Claimant Portal account with Idaho Department of Labor. Please register for a Claimant Portal account using an email address that you currently have access to and will check regularly.

Email *

Password *

Confirm Password *

Submit

Type an email address that you can check frequently.

Type a password. (8-40 characters, containing at least one letter, one number and one special character)

Retype the same password in the “Confirm Password” field.

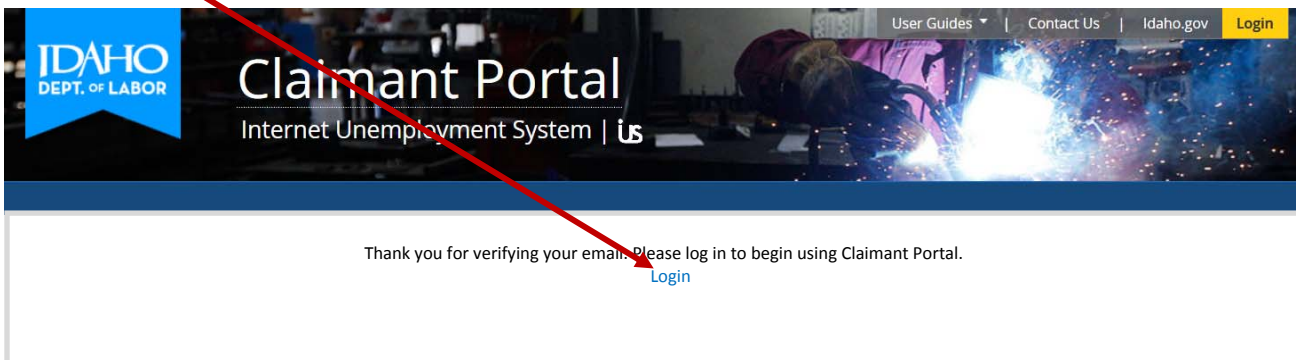
Click “Submit.”

* A “Registration Successful” screen will appear. Now you need to verify your email.

Verify Your Email Address

Open your email account, find and open the “Claimant Portal Email Verification” email. This email contains a verification hyperlink that you will use to confirm your ownership of the email address.

Click the Login hyperlink to return to the Claimant Portal home page and log in to your new Claimant Portal user profile.



If you do not see the email in your Inbox, check your Bulk, Spam and Trash folders. If you are still unable to find the email, click the “Resend Verification Email” button and try to verify your email again.

Login to Claimant Portal

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Claimant Portal
Internet Unemployment System | LS

User Guides | Contact Us | Idaho.gov Login

Home » Login

Welcome to Claimant Portal

Claimant Portal is the new, secure, online system you can use to manage your unemployment benefits account with Idaho Department of Labor.

With Claimant Portal you can:

- Apply for an unemployment insurance benefits claim
- File a weekly certification application for benefits
- Manage your Claimant Portal profile and account information
- Access claim, issue and overpayment details
- View weekly benefit payments and annual 1099-Gs

Questions about Claimant Portal?
Find answers in the Claimant Portal user guide.

Important
If you are using a computer in a public setting, you must log out and close the browser before stepping away from the computer. This prevents unauthorized individuals from accessing secure information. Log out by selecting the Log Out link at the top of the screen.

Login Existing User

Email *

Password *

[Forgot Password?](#)

[Log In](#)

[New User Registration](#)

You'll be returned to the Claimant Portal home page .

Type your email address, password and click the “Log In” button.

This will open your Claimant Portal Home page.

The screenshot shows the 'Claimant Portal Home' page. At the top, there's a navigation bar with links like 'User Guides', 'Contact Us', 'Idaho.gov', 'Welcome', and 'Log Out'. Below this, the page title is 'Claimant Portal' with the subtitle 'Internet Unemployment System'. A secondary navigation bar has 'APPLY FOR BENEFITS' and 'MANAGE CLAIMS'. The main content area is titled 'Claimant Portal Home' and includes a section 'Items for Your Attention'. Under this, there's a box for 'Your Profile' which shows 'Incomplete' in red text and a blue link 'Edit Your Profile'. A red arrow points from the text 'Click on “Edit Your Profile” to begin.' to this link. To the right, there are sections for 'Apply for Benefits' and 'Manage Claims'. At the bottom, there's a 'Contact Us' section with various contact options like 'Local Office', 'Call', 'Mail', and 'Chat With Us'.

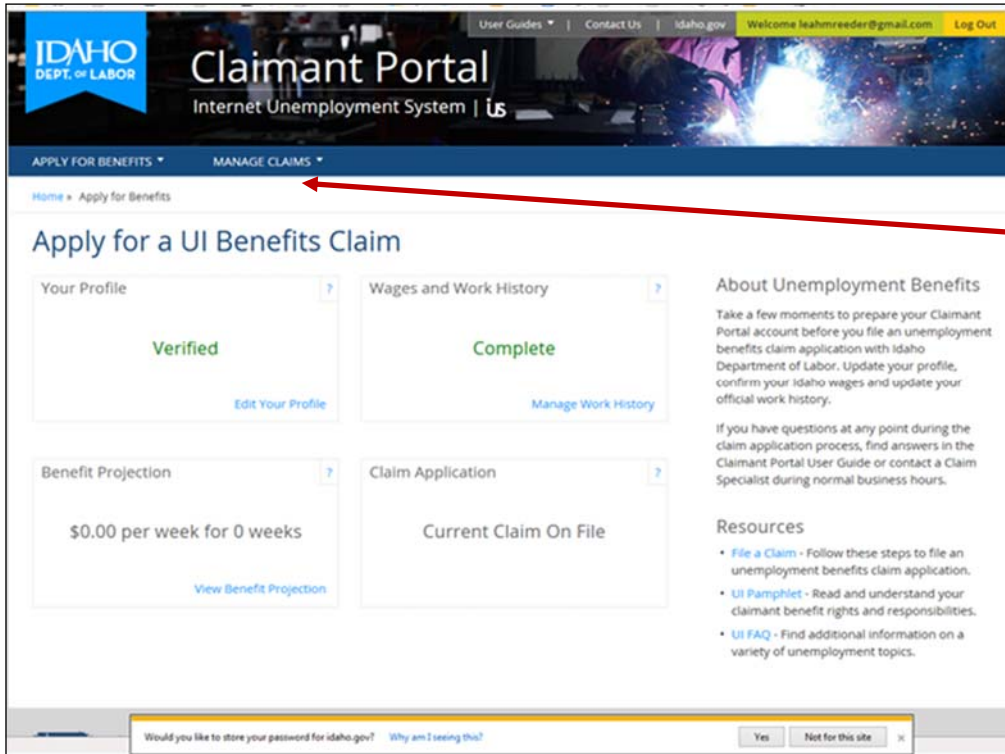
Even though you are a returning claimant, you must set up “Your Profile” information for Claimant Portal.

Click on “Edit Your Profile” to begin.

Every other time you access your Claimant Portal account, it is important for you to keep your personal, contact, mailing and demographic information up to date.

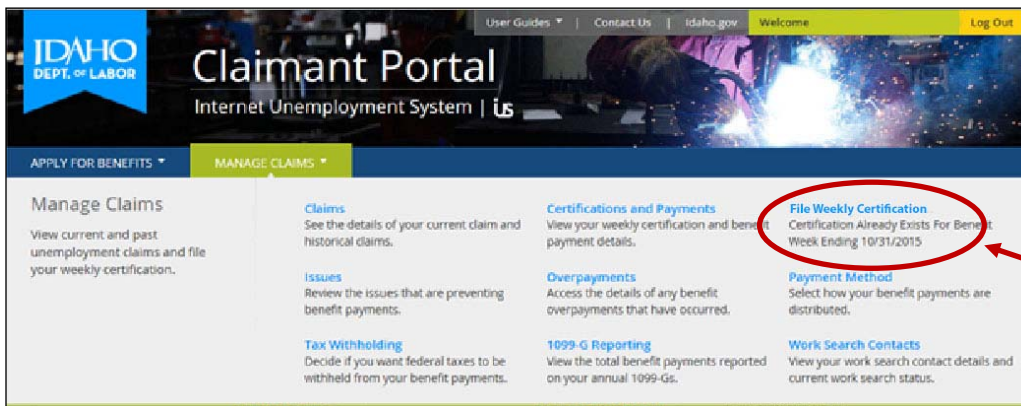
The screenshot shows the 'Your Profile' form. It is divided into several sections: 'Personal Information' with fields for First Name, Middle Initial, Last Name, Sex, Date of Birth, Social Security Number, Driver's License Type, and Driver's License Number; 'Address Information' with fields for Mailing Address, Address Line 2, Country, City, State, and ZIP Code, and a checkbox for 'Your physical address is the same as your mailing address.'; 'Contact Information' with fields for Primary Phone, Alternate Phone, Preferred Contact Method, and Preferred Language; and 'Demographic Information' with fields for Marital Status, Family Size, Educational Achievement, Race, and Ethnicity. To the right of the form, there is an 'Identity Verification' section explaining that the profile information will be used to verify identity with the Idaho Transportation Department, Division of Motor Vehicles (DMV). It lists benefits of verification: viewing benefit projections, accessing work history wage details, and becoming eligible for benefit payments faster. Below this is a 'Change Password' section with a link to 'change your password'. At the bottom, there is a small orange banner asking 'Would you like to store your password for idaho.gov?' with 'Yes' and 'Not for this site' buttons.

After you have completed filling out “Your Profile,” you will get a notice that you are verified.



This is the screen that will appear.

Click on "MANAGE CLAIMS,"



This page will appear.

Now you are ready to file your weekly continued claim report, now called a weekly certification. Click here and follow the instructions.